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SECURITY DIVISIONFunctions and Activities:

Devises, coordinates, and enforces security policies, procedures, and programs through personnel and physical security to provide for the safeguarding of classified information and intelligence material, sensitive intelligence sources of information, and operational methods. Devises and executes emergency plans and procedures along with maintaining constant vigilance and continuing survey control of such emergency plans and safety devices, practices, and procedures to ensure the protection of classified material and Agency property and personnel. Maintains security liaison with other agencies.

Through the Physical Security Branch this division safeguards all classified information and material in the custody and control of the Agency throughout all of its overt and covert installations and personnel in the United States. In general, this entails the protection of classified information from loss, theft or compromise, either by inadvertence or by deliberate intent; the safeguarding of the installations against penetration by unauthorized persons, fire or natural disaster; and the general protection of the personnel. In discharging this responsibility the Physical Security Branch develops and maintains CIA Security Regulations and trains CIA employees therein. It also furnishes guidance to organizational units in CIA with respect to the implementation and application of these regulations. The branch conducts physical security surveys, maintains security control of visitors, operates an over-all badge identification system and directs the operation of a complete guard organization. It investigates violations of Security Regulations and fixes responsibility. A complete firearms program for Agency personnel, officially requiring the use of firearms, is supervised by this Branch. Study and research in advanced physical security procedures, techniques and developments are a continuing activity.

Through the Personnel Security Branch this division determines the scope of overt and semi-covert personnel security investigations to be made. It appraises and analyzes the reports of these investigations with respect to adequacy of coverage and the pertinency of the information and evidence bearing on the security aspects of each case, and approves for employment or association those applicants, consultants, contractors, informants, and other miscellaneous categories of persons within the overt or semi-covert categories, or recommends their disapproval for security reasons. Operates a system of review and reappraisal of employees, and initiates action for termination of persons constituting security risks. Conducts interviews on security matters, maintains reference files, and controls dissemination of personnel security information to other agencies and agency personnel. Conducts a program of exit briefings for personnel leaving the Agency.

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Through the activities of the Interrogation Research Branch, the division conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations, as well as to assist in resolving other matters of an investigative nature. It maintains constant research and study of interrogation techniques used throughout the world for possible application in the CIA security program.

Accomplishments During 1951:

The activities of the Physical Security Branch include the continuing conduct of security educational programs among groups and individual members of CIA; performance of security investigations, surveillances, and surveys; and the organizing and developing of security programs for large-scale covert projects; discussions with the Security Officers and operating personnel of the Agency to resolve security problems of a wide variety requiring individual treatment; research in the fields of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical document shredding machines, etc., and studies for the purpose of improving the Agency's security methods and procedures.

Some of the measurable units of work accomplished during the year ending 30 June 1951 include 82 Security Indoctrination Classes conducted (Regular, Advanced and Special) attended by 2,977 persons; 405 investigations of Security Violations and other security investigations; 66 major security surveys of CIA installations [REDACTED] 22 technical inspections of CIA areas and installations (testing for telephone taps and concealed microphones, and making technical installations); 16 major investigations; 653 after-hour security inspections of installations and areas; 79, 247 visitors security processed and passes issued; 740,500 lbs. of classified waste collected and burned; 6432 safe combinations changed; 3116 repairs to safes; [REDACTED] new employees and Consultants photographed, fingerprinted and otherwise security processed for entrance on duty; [REDACTED] employee badges and limited passes made and distributed; 51 firearms training sessions held; 273 employees trained in the use of various types of small arms; 42 safety surveys; and 11 fire and evacuation drills.

During the Fiscal Year 1950-51, [REDACTED] persons were security approved, 230 were disapproved and 589 cases were closed by the Office of the Director of Personnel subsequent to initiating the investigations, but prior to final security determinations.

During this period [REDACTED] "Contact Cases" were completed for the Contact Division, Office of Operations. In addition, 910 cases were processed involving aliens to be interrogated by the Contact Division; 417 persons were approved for access to secret and confidential cryptographic information and devices; [REDACTED] transfers of persons between component

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parts of the Agency were approved; 498 clearances were granted for assignment of personnel to duties as Alternate or Assistant Top Secret Control Officers; 913 cases were reviewed to determine clearance for access to special types of intelligence information; 1366 persons were interviewed prior to their leaving the Agency, entering a period of extended leave of absence, or upon transfer between vouchered and un-vouchered categories; 1274 files were reviewed, and the contents made available to authorized representatives of other Government agencies; and 692 cases were processed involving proposed employment in private business on classified procurement contracts awarded by the Agency.

The contents of 12 periodicals were examined on a continuing basis for such material as should be placed in the reference files of the Personnel Security Branch, for assistance in the performance of its over-all operations. In addition, 81 special reports of other agencies were examined for that purpose. Approximately 2864 summaries of information contained in the reference files of the Branch were prepared so as to afford complete information for each security file involved.

An undetermined number of files were reviewed in connection with each of the applicant cases handled. Another undetermined number of files were reviewed in connection with the cases handled for the Contact Division, Office of Operations. Certain other accomplishments included AEC "Q" clearances, inquiries from other agencies concerning security histories of former employees and summarization of investigative information available in our files for submission to other agencies upon request.

During the Fiscal Year the Interrogation Research Branch conducted 2835 special interrogations. The volume of cases has increased during this period from approximately 100 to 500 per month.

Objectives:

The objectives of this Division are to continue to assume the same security responsibilities and attain comparable accomplishments during the ensuing fiscal year through continued rigid physical protection standards and through continued personnel processing responsibilities.

The activities of Physical Security functions of the Division will be increased to provide for re-indoctrination of incumbent employees and re-surveys of existing field installations.

The appraisal functions of the Division will increase approximately 30% on individual personnel security investigative cases as a result of the anticipated increase in investigative coverage. The volume of work in each functional category will depend largely upon the size of the Agency, amount of security activity necessary in connection with the Agency's

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recruitment program, and the number of special operational projects which will require security action. It should be noted that requests now on hand for services of the Interrogation Research Branch indicate a continuing extensive increase in volume of this activity.

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SPECIAL SECURITY DIVISIONFunctions and Activities:

This Division is the covert operational arm of I & S and as such is responsible for the investigation of all applicants for open, semi-covert and covert assignments and for the evaluation of the evidence obtained through investigations of covert applicants to determine their suitability for employment or association with the Agency. It furnishes support to CIA operational activities by completing various requirements requested by CIA Operational Offices. These services are performed by its investigative and evaluation facilities, involving headquarters and field offices and by private organizations and individuals under contractual relations. These services provide information, material and miscellaneous services, including surveillances, physical security surveys, procurement of "safe" areas for covert interviews and training, procurement of highly sensitive materials, facilitating covert entry into the United States of persons and materials, arranging tours for visiting dignitaries where CIA interest cannot be divulged, procuring and servicing mail drops, etc.

It further maintains vigilance of counter-espionage activities by the covert collection, processing and evaluation of CE material gained through special investigations and inquiries, the review of existing CIA material, records and reports, and continuing liaison with operational offices of CIA.

This Division through its Operations Staff analyzes and assigns for investigation all cases received from the Office of the Director of Personnel through the Security Division, I & S, as well as all cases received from Operational Offices of CIA. It also directs in its assignment of cases to the field, the scope of and the "cover" requirements of the investigation. Continual control and follow-up of investigation progress is maintained by this Staff. Upon completion of personnel investigations the reports of covert cases are appraised and evaluated and a determination made of the suitability of applicants for employment from a security viewpoint. Reports of investigation of persons to be associated with but not considered employees of CIA on operational projects, are appraised and evaluated and the results of such reviews are furnished the Operational Office concerned. The open and semi-covert investigations are supervised on an individual and over-all basis to insure completeness and full coverage of the subject.

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Accomplishments During 1951:

As of approximately 1 January 1951 the services rendered by the FBI in conducting investigations for CIA applicants for overt and semi-covert positions were withdrawn. SSD field activities were, therefore, expanded to assume this additional investigative responsibility.

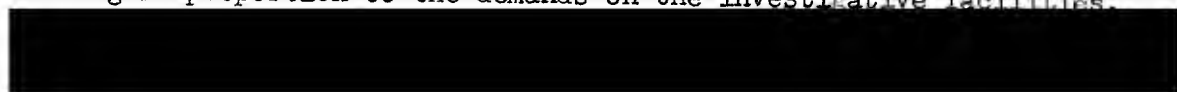
During the first quarter of the fiscal year, 498 cases were received and 292 were completed; during the second quarter 564 cases were received and 413 completed; during the third quarter 1686 cases were received and 1126 were completed. In addition, 355 covert name checks were completed during the first three quarters of the fiscal year.

During the fourth quarter 4083 cases, including covert name checks, were received and 4242 were completed (an increase of about 800% over the first quarter). In addition, 5738 covert name checks were completed during the fiscal year by SSD personnel.

During that part of the fiscal year beginning February 1951, 4891 cases were handled by "CE" personnel. These cases involve name checks, special inquiries, and/or investigations. They have a direct supporting value to the operations and protection of the Agency.

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The number of SSD field agents was gradually increased but was somewhat lacking in proportion to the demands on the investigative facilities.

Objectives:

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During the next fiscal year it is planned to fill the T/O of [redacted] in the field.

In accordance with past experience it is estimated that 5 or 6 complete investigations can be accomplished per agent per month. This strength, therefore, provides for completing approximately 1000 cases per month. Any additional demand is and must be covered by curtailed investigations, the utilization of contractual services of organizations and individuals, or both.

It is planned to establish two or more additional field offices; place additional resident agents in strategic locations; and continue as needed the contractual services of organizations and individuals.

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INSPECTION DIVISION

Functions and Activities:

Performs "Inspector General" functions for the Security Officer, CIA, conducting inspections, administrative investigations and surveys as required to determine the status of conditions and efficiency of operations of Agency activities, foreign and domestic, and making appropriate reports and recommendations to the Security Officer/CIA.

Performs special security inspections and investigations as directed by the DCI or the Security Officer, CIA.

Performs physical surveys in foreign countries under the terms of NSC-29 to determine the security of foreign sources of strategic materials and their vulnerability to sabotage, submitting appropriate reports and recommendations to and providing continuing technical consultation for the Department of State on matters concerning security of the sources of strategic materials in foreign countries.

In a liaison capacity, between the Office of Inspection and Security and the Office of Procurement, from the standpoint of security, provides supervision and guidance in connection with the classified procurement program, including the conducting of plant security surveys at the facilities of private contractors as required, and the submission of recommendations based thereon. Maintains master files on contractor security clearances on classified contracts.


Administers and supervises special projects as assigned. Examples: Police training of foreign nationals; I & S Special Training Course; Liaison on AR&C Wing Security; Security Officer procurement, training, and assignment; Liaison on training base security; front or cover contact assignments, etc.

Accomplishments During 1951:

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In connection with assigned responsibilities under the provisions of NSC-29:

Maintained continuous liaison with officials of the Department of State in the determination of means to be employed in carrying out the joint CIA-State objectives of NSC-29.



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Inaugurated and engaged in continuing supervision of a special training course for the intensive indoctrination of selected personnel for specialized I & S duties (3 sessions of this course have been completed to date. Course covers a 3-week period and will continue indefinitely.)

Maintained continuing security service to the Office of Procurement in connection with the processing of security clearances for private contractors and the personnel thereof engaged with classified contracts. Performed security surveys at the plants of private contractors to determine compliance with CIA security requirements. Provided security policy and guidance to Procurement personnel on special problems.

Carried out numerous special assignments as directed -- dealing with personnel cases, project security, incidents, procedural surveys, inventory supervision, property utilization, cover contacts, etc.

Objectives:

To establish contacts and liaison with all [REDACTED] operations of the Agency to enable expeditious inspection. As a corollary, to establish a schedule of periodic visitation to foreign stations for purposes of observation and consultation, with a view toward effecting improved understanding and consequent increased efficiency.

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Through the selection and thorough indoctrination of personnel for permanent assignment to operational missions as security officers, to provide competent specialized security service to Agency operations projects and missions as required.

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SECURITY CONTROL STAFFFunctions and Activities:

This Staff is responsible for devising, formulating and supervising security policies, for the protection of classified information and intelligence material in connection with any outside personal activities of CIA employees, (such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved); and with respect to the official contacts of CIA with other Government agencies and foreign governments, as elaborated on below. The Staff promulgates collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies. The Staff serves as consultant, from the security standpoint, in coordinating public relations and the release of information concerning Agency activities and functions. In this connection, it implements and carries out in the Agency the various NSC directives relating to security and the protection of intelligence. It maintains liaison with Federal departments and agencies in devising and carrying out security plans for CIA projects in those agencies. The Staff plans and conducts security surveys in other agencies and provides security policies to assure that CIA material is properly protected and that the personnel having access to CIA material meet CIA security requirements in accordance with Section 102 (d) (3) of the National Security Act. This Staff interprets for the Agency the various security policies of other agencies and of foreign governments and renders security decisions on classified material proposed for dissemination to foreign governments. It serves as security consultant to the other offices of CIA in their security plans for interdepartmental exploitation, research, joint efforts and similar activities; and serves on interdepartmental and international committees concerned with security problems.

Accomplishments During 1951:

Offered security opinions and interpretations as requested, and reviewed and rendered decisions concerning approximately 1000 requests for security clearance for outside personal activities of CIA employees.

Investigated, reviewed and set up approximately 500 continuing contacts with other Agency personnel for CIA representatives.

Represented the DCI by attendance at domestic and international conferences concerned with security matters.

Prepared security policy, furnished guidance or clearance for dissemination of classified material, or reviewed and approved dissemination in accordance with MIC Policy to foreign governments.

Conducted security surveys or assisted in security aspects with the liaison, contact or coordination of CIA with other government agencies and private institutions.

Furnished security advice on security matters to offices, staffs and divisions of CIA and to other government agencies as requested.

Assisted office of JCS in censoring that part of Forrestal diaries dealing with CIA or its personnel.

Conducted surveys including security procedures for telephone operators; information furnished other agencies concerning former CIA employees; and the control of TS microfilm procedure.

Objectives:

To resurvey and restudy the amount of CIA classified material in other agencies, with a view toward eliminating that material which is no longer used or to establish such other controls as may be necessary as a result of these studies.

To establish closer relationship with Security Officers of newly established agencies and to develop with them mutually satisfactory security arrangements for CIA material.

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To continue review of older security practices, policies and other issuances to assure their adequacy and usefulness and to correct them where required.

To develop an SOP whereby I & S can use experts in other CIA offices for opinions on such technical matters as statistical security, security involved in economic reports, technical scientific reports and others.

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COUNTER-INTELLIGENCE STAFF

Functions and Activities:

Receive, evaluate and develop information for the purpose of preventing penetrations of CIA by foreign intelligence organizations. Plan, supervise and control and carry out to a logical conclusion such operations as are necessary to insure fulfillment of above objective.

Accomplishments During 1951:

Since the establishment of this staff various covert liaison channels have been established with other sensitive government agencies which provide for a free flow of highly sensitive information necessary to the counter-intelligence effort; various individuals constituting security risks have been removed from CIA; employment of others has been barred by prompt and effective action; studies of penetrations of a predecessor organization have been made with a view to establishing patterns; names of thousands of individuals who are subversive or constitute security risks for a variety of reasons have been added to the Reference Index, I & SO; recommendations have been made and in the main implemented toward improving the over-all security of the agency; a high degree of cooperation has been achieved with the various operating branches within CIA.

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ALIEN AFFAIRS STAFFFunctions and Activities:

The Alien Affairs Staff was established in I&SO in May 1950 to assist within the limits of security the various offices of CIA in matters of entry, status and disposal of aliens who are of interest to the Agency, including those used or to be used in operations and those who are employed by the Agency or are members of families of employees. This Staff reviews, prior to implementation, from the standpoint of Agency commitments, operational planning in any of the several operational segments of the Agency regarding use of aliens for intelligence purposes. It confers with operations offices concerning security aspects of operational plans for the use of aliens, and considers proposals of the operations offices of the Agency for the entry of aliens under Section 8 of Public Law 110 (100 aliens) for permanent residence, and presents to the Director recommendations for utilization of that Act in such instances. The Alien Affairs Staff maintains liaison with and prepares for the Director's approval commitments to other branches of the Government in matters relating to aliens of interest to the Agency. This includes arranging for (a) special handling of entry problems by the Department of State, the Attorney General, Displaced Persons Commission, and the Immigration and Naturalization Service, (b) special handling of immigration status problems by the Immigration and Naturalization Service and the Attorney General, (c) protection of Agency interest by the branches of Government to which commitments are made, and (d) appropriate notification to the Federal Bureau of Investigation of the Agency's operational interest in aliens concerning whom commitments have been made to other branches of the Government. The Staff assigns responsibilities for necessary custody or surveillance or special treatment of any alien entering the United States under CIA auspices; it serves as member of CIA Defector Committee; and it serves as consultant to the Inter-Agency Defector Committee. No statistics are kept by this Staff because the functions are such that statistical reporting would not adequately describe the work.

Accomplishments During 1951:

During the Fiscal Year action was taken in the cases of 383 principal aliens, which resulted in the development of pertinent intelligence information of interest to the Agency. These cases in many instances included action relating to wives and dependents of the principal aliens involved in each case. During the year, as a result of action taken, no case of embarrassment to the Agency has resulted.

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Objectives:

The primary objective is to establish procedures whereby the urgent operating and intelligence needs of the various offices of CIA which can be assisted by this program will be fulfilled with adequate internal security, and permit the making of sound commitments to other agencies. There is a need for shortening the time element in handling the entry problems of aliens. Improvements will depend upon the continued good cooperation from the Department of State, the Immigration and Naturalization Service, and the Attorney General.

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TECHNICAL RESEARCH STAFF

I. FUNCTIONS AND ACTIVITIES

It is the responsibility of the Technical Research Staff to study, devise, plan, construct, experiment with, use, coordinate the use of, and instruct in the use of measures, methods and equipment as aids to investigation and interrogation in the practice of counter-espionage. It is the coordinating, consulting and supporting unit within I&SO on all matters concerning technical aids and equipment.

To this end, the Technical Research Staff maintains and operates a technical and photographic laboratory and rooms specifically designed for research and experimentation; stockpiles supplies, instruments, devices, and equipment of a technical nature; maintains a continuous "ready" condition for technical matters; maintains a technical library and conducts research, experimentation, and operations along technical lines as directed by the Security Officer and the Deputy Security Officer.

II. ACCOMPLISHMENTS - 1951

During the year of 1951, the Technical Research Staff installed and equipped its new laboratory and experimental research area and added a great many new and advanced devices, instruments, tools, to its facilities. TRS continued to increase its technical libraries and established new and continuous channels for pertinent information.

TRS carried out numerous operations (locally and abroad) of a technical nature; planned, created, installed, and set in operation many special installations; took many thousands of photographs, photocopies, etc. and developed and printed same (these ranged from single sheets to documents numbering hundreds of pages and from routine copy to special problems from the Director's Office); interviewed numerous individuals on technical matters and carried out literally hundreds of experiments and research problems of a technical nature.

III. OBJECTIVES

The objectives of TRS will be the continuous development, testing and procurement of the newest and most efficient technical aids; the assembling of necessary equipment stockpiles; the collection of technical data; the maintenance of a "ready" condition to offer immediate and technical assistance to I&SO when required; and continuous research and experimentation in order to develop constantly more efficient techniques for operational problems.

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ADMINISTRATION AND TRAINING STAFF

Functions and Activities:

This Staff provides the administrative, personnel and training support for all of the divisions, activities and operations in Inspection and Security, including its headquarters and field operations. It establishes, develops and maintains internal administrative policies and procedures; is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; and prepares reports, studies and budget estimates. It formulates specialized security training programs and courses, conducts classes in connection therewith, including technical instruction peculiar to I&SO operations, and on-the-job and career management training in close coordination with the Agency's program and policies.

Accomplishments During 1951:

In order to expand the career management program, increase effectiveness of matters involving personnel and administration, and to avoid duplication and provide economic support, a reorganization was completed combining two units into this Staff to handle all related matters.

Objectives:

To continue the Administrative and Training support as outlined above.

To provide various types of training in the interest of requirements of I&SO and the career of its personnel involving: (a) phases of the Safety Program; (b) Security Agent and Security Officer assignments locally and in the field; (c) operational support duties requiring language qualifications; (d) interrogation duties; (e) technical equipment assignments; and (f) such other clerical and supervisory assignments as may be required in the various security activities.

To conduct administrative surveys and issue appropriate instructions to provide uniformity and adequate control, and recommend necessary changes and improvements.